

CHINEHAM PARISH COUNCIL
Minutes of the Annual Meeting of the Council



Date: Monday 13th May 2024
Time: 7:45pm
Place: Community Rooms, Chineham Village Hall
Present: Cllr. Sue Fuller Cllr. Paul Miller (from 20:22) Cllr. Tom Brine
 Cllr. Nigel Rose Cllr. Olumide Oratokhai Cllr. Xander Chestney-Stagg
 Cllr. Neha Sompura
Apologies: Cllr. Marian Adams
Absent: Cllr. Luis Fajardo
Also present: Amanda Owen (Clerk), Ellen Harmon (Assistant Clerk), Phil Walker (Rapid Response Warden) & 1 member of the public.

1.	<p>To elect the Chair and receive the signed Declaration of Office. Full Council were addressed to ask for nominations for Chair. Cllr. Fuller proposed and Cllr. Chesney-Stagg seconded the motion that Cllr. Miller be nominated as Chair. All members voted unanimously to accept this resolution. Cllr. Miller signed the declaration of office on arrival at the meeting.</p> <p>Due to apologies received from Cllr. Miller, it was proposed by Cllr. Chestney-Stagg, and seconded by Cllr. Sompura that Cllr. Fuller chair the remainder of the meeting. All members voted unanimously to accept this resolution.</p>
2.	<p>To elect the Vice-Chair and receive the signed Declaration of Office. Full Council were addressed to ask for nominations for Vice Chair. Cllr. Chestney-Stagg proposed and Cllr. Rose seconded the motion that Cllr. Adams be nominated as Vice Chair. All members voted to accept this resolution.</p>
3.	<p>To confirm there are no amendments to Councillors declaration of pecuniary interests. Councillors confirmed that there was no amendments to declarations of pecuniary interests.</p>
4.	<p>To approve the following policies: Code of Conduct Standing Orders Financial Regulations Asset Register Risk Assessment It was resolved to approve the following:</p> <p>Code of Conduct Proposed by Cllr. Fuller, seconded by Cllr. Rose. All members voted unanimously to accept this resolution.</p> <p>Standing Orders Proposed by Cllr. Oratokhai, seconded by Cllr. Fuller. All members voted unanimously to accept this resolution.</p> <p>Financial Regulations Proposed by Cllr. Rose, seconded by Cllr. Brine. All members voted unanimously to accept this resolution.</p> <p>Asset Register Proposed by Cllr. Brine, seconded by Cllr. Rose. All members voted unanimously to accept this resolution.</p> <p>Risk Assessment Proposed by Cllr. Fuller, seconded by Cllr. Oratokhai. All members voted unanimously to accept this resolution.</p>
5.	<p>To approve the following direct debits: British Telecommunications Aviva It was resolved to approve the following direct debits: Proposed by Cllr. Rose, seconded by Cllr. Fuller. All members voted unanimously to accept this resolution.</p>
6.	<p>To elect Councillors to the following committees: Planning Committee Recreation Committee Planning Committee It was agreed that Cllr. Sompura will join the Planning Committee. Proposed by Cllr. Fuller, seconded by Cllr. Rose. All members voted unanimously to accept this resolution.</p> <p style="text-align: right;">Signed _____</p>

	<p>Recreation Committee It was confirmed that the Recreation Committee members would remain the same.</p>
7.	<p>To review the Terms of Reference for the following Committees: Planning Committee Recreation Committee The Terms of Reference for the Planning Committee and Recreation Committee were reviewed.</p>
8.	<p>To elect the Representative to outside Organisations: Basingstoke District Association of Parish & Town Councils Transport Forum Chineham Village Hall Management Committee Chineham Allotment Team It was agreed to defer this item to the June meeting. Proposed by Cllr. Fuller, seconded by Cllr. Brine. All members voted unanimously to accept this resolution.</p>
9.	<p>To receive and accept apologies for absence. Apologies were received and accepted from Cllr. Adams and noted from Borough Councillor Vaux & Borough Councillor Jenkin. It was noted that Cllr. Miller would be attending late due to another commitment.</p>
10.	<p>To receive declarations of interest relevant to items on the agenda. No declarations of interest were received.</p>
11.	<p>To sign as a correct record the minutes of the Full Council meeting held on Monday 8th April 2024. The minutes of the full council meeting held on Tuesday 11th April 2023 were signed by the Chair as a correct record.</p>
12.	<p>Public Participation. None.</p>
13.	<p>To receive reports from: Borough & County Councillors CVHMC Representative RRW Borough & County Councillors Cllr Vaux's report can be found at APPENDIX A. CVHMC Representative No report received. RRW The Rapid Response Warden report can be found at APPENDIX A.</p>
14.	<p>To agree to remain in the Lengthsman Scheme for a further two years. It was agreed to remain part of the Lengthsman Scheme for a further two years. Proposed by Cllr. Chestney-Stagg seconded by Cllr. Oratokhai. All members voted unanimously to accept this resolution.</p>
	<p>FINANCE</p>
15.	<p>To consider the grant request from the Friends of Great Binfields School. It was agreed to support the grant application from Friends of Great Binfields School for £500.00 from S137 funds. Proposed by Cllr. Fuller, seconded by Cllr. Brine. All members voted unanimously to accept this resolution.</p>
16.	<p>To consider grant requests from Sherfield Park Community Association for Sherfest & Over 55's Trip. Sherfest It was agreed to support the grant application from Sherfield Park Community Association for £500.00 from S137 funds. Proposed by Cllr. Rose, seconded by Cllr. Sompura. All members voted unanimously to accept this resolution. Over 55's Trip It was agreed to support the grant application from Sherfield Park Community Association for £100.00 from S137 funds. Proposed by Cllr. Brine, seconded by Cllr. Chestney-Stagg. All members voted unanimously to accept this resolution.</p>
17.	<p>To note the current financial situation. The current financial situation and the bank reconciliation were noted with the bank balance at 30th April 2024 being £146,048.09. The bank reconciliation can be found at APPENDIX B.</p>
18	<p>To authorise any requests for payment. It was AGREED to authorise the May payment requests as listed below. Proposed by Cllr. Miller , seconded by Cllr. Brine. All members voted unanimously to accept this resolution. Signed _____</p>

May Payment Requests			
From	Item	Invoice Number	Amount
Staff	Salary	May	£795.04
Staff	Salary	May	£919.75
Staff	Salary	May	£253.30
Staff	Expenses	Allotment	£54.20
Councillor Adams	Expenses		£19.98
HMRC	Tax & NI		£240.85
Aviva	Pension		£138.01
Aviva	Employer Pension Charge		£33.00
Allotment Holder	Key & Despoit Return	Plot 34	£60.00
Rialtas	Year End Close Down	Inv 31605	£648.00
Friends of Four Lanes School	Fete table fee		£18.00
Vision ICT	Hosted Emails & Data Backup	Inv 18315	£264.00
	Total		£3,444.13

19. To confirm no conflict of interest with BDO.
It was noted that there is not conflict of interest with BDO. The no conflict of interest form was signed.

RECREATION

20. To receive an update from the Chair of the Recreation Committee.
The following items were received as an update:
Community Orchard Grass Cutting – The Assistant Clerk is following up.
Community Orchard Pruning Day – details to be discussed at next Recreation meeting.
Allotment Path Works – Commencing 14th May.

PLANNING

21. To receive an update from the Chair of the Planning Committee.
It was noted that several tree planning applications had been received at Basingstoke & Deane Borough Council.
East of Basingstoke – lots of comments have been received all highlighting different areas of concern, ie. Schooling, access & the Incinerator. Councillors were asked to consider comments ahead of the next consultation.

22. To note the minutes of the Planning Committee Meetings held on Monday 8th & Monday 22nd April.
The minutes of the Planning Committee meeting held on Monday 8th & 22nd April were noted.

ADMINISTRATION

23. To receive an update with regards to the Parish Assembly.
The Clerk addressed the meeting and reminded Councillors of the Assembly details.

24. To agree the date of the next meeting as Monday 10th June.
The date of the next meeting was **AGREED** as Monday 10th June 2024.

CONFIDENTIAL

25. To discuss allotment rent.
Allotment rent was discussed and agreed upon.

There being no other business, the meeting closed at 20:42.

Signed _____

APPENDIX A

April 2024

- 4(12) Abandoned shopping trolleys reported via Trolleywise.
Locations include:
 - On and near footpath from Binfields Woodland Park to Reading Road
 - Pettys Brook
 - St Joseph's Crescent
- Printed and posted multiple noticeboard updates.
- Reported 2x cases of possible annexation along the footpath North of Pettys Brook to the clerk.
- Reported abandoned timber and woodchips on Renown Way to B&DBC as fly-tipping.
- Reported abandoned estate agent's board to local office.
- Verified graffiti on street cabinet at Binfields Roundabout crossing has been reported.
- Verified fly-posting on Openreach street cabinets at Ajax Close and opposite CVH has been removed.
- Forwarded allotment water meter reading fao clerk.
- Confirmed pothole on Thornhill Way near Cufaude Lane has been reported to HCC.
- Reported light out on A33 near footbridge via Enerveo and followed-up on the outlook for the light at the Binfields Roundabout crossing with HCC.

Report from Borough Councillor Jenny Vaux

* Green Week will be Sat 8 June to Sunday 16 June this year. If the parish, local community groups or residents would like to host events or find out more, please contact the Climate Change

Team<<https://www.basingstoke.gov.uk/green-week>>.

* The Hearing to decide whether the borough's injunction to deter unauthorised encampments is being heard in the High Court on 15 May.

I would also congratulate Jonnie Jenkins on being elected as the Borough Councillor for Chineham.

APPENDIX B

Date: 01/05/2024

Chineham Parish Council

Page 1

Time: 10:28

**Bank Reconciliation Statement as at 30/04/2024
for Cashbook 3 - Lloyds Treasurer Account**

User: AMANDA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Lloyds Treasurer Account	31/03/2024		146,048.09
			<u>146,048.09</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			146,048.09
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			146,048.09
		Balance per Cash Book is :-	146,048.09
		Difference is :-	0.00